



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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REQUEST FOR PROPOSALS

City of Burlington
Community & Economic Development Office
Burlington Lead Program

The City of Burlington Lead Program (BLP) is seeking grant writing services to prepare an application under HUD's Fiscal Year 2011 Notice of Funding Availability (NOFA) for the Lead-Based Paint Hazard Control Grant Program (LHC).

While cost is part of the evaluation process, CEDO is not required to select the lowest cost proposal. CEDO seeks a consultant prepared and uniquely qualified to provide comprehensive Lead Hazard Control grant development and writing services in response to the above-referenced NOFA.

Proposals must include the following:

1. Background of company making the proposal, focusing on past experience with writing successful LHC grant proposals.
2. Background of key personnel working on the project, focusing on past experience with writing successful LHC grant proposals.
3. Proposed contract services
4. Timeline for meeting NOFA deadline.
5. Cost for providing consulting services

Proposals are due by 12:00 p.m., Friday, April 15, 2011 at the Community and Economic Development Office, 149 Church St., Room 32, City Hall, Burlington, VT 05401. Please submit your proposal by email to bpine@ci.burlington.vt.us. For further information on this RFP, please contact Brian Pine at 865-7232.